PANDEMIC: COVID-19

This is an unprecedented, ever-changing and challenging time in our lives. Our leadership is constantly monitoring the situation and working hard to keep us safe and the public served. It is important for you to stay up-to-date by viewing Pinellas County’s web pages for the latest information. Employees have been asking for guidance. We know you have a lot of questions. Below are the top five areas of concern. Please note: There will be updates to paid leave in the coming days. We will communicate updates as soon as they become available.

EXPOSURE

What protective strategies can I use now?

Preventative measures, such as staying home when sick, practicing good personal hygiene, practicing social distancing, staying updated on the latest recommendations, and remaining calm while diligent offer some of the best ways to protect yourself and others.

I don’t feel well but don’t want to go to a doctor for an office visit. What other options do I have?

Aside from calling your doctor’s office, you can contact NurseLine to speak with a UnitedHealthcare nurse 24/7 by:
- Calling (888) 478-4752
- Logging in to myuhc.com
- Using the UnitedHealthcare App

Another option is to talk with a doctor by phone or video 24/7 with a Virtual Visit. Select from the following providers:
- Teladoc: Use the UnitedHealthcare app or website at myuhc.com, visit the Teladoc website at www.teladoc.com or call (800) 997-6196.
- Doctor on Demand: Visit www.doctorondemand.com or call (800) 835-2362.
- Amwell: Visit www.amwell.com or call toll-free (844) SEE-DOCS (733-3627).

What if I have been exposed to someone who may be infected?

- If an employee with no symptoms is contacted by a local health department and notified that they may be a contact of a confirmed case, they are expected to comply with the public health authority’s directions, including instructions for mandatory or precautionary quarantine in their home, in accordance with Center for Disease Control and Prevention (CDC) and Department of Health (DOH) guidelines.
- Employees with household members who are not experiencing symptoms but have been advised by public health officials to self-quarantine as a precautionary measure should adhere to the social distancing and other recommendations received from the public health official. These recommendations would not be expected to interfere with an employee’s ability to work, using proper social distancing practices. Specific, individual situations should be addressed with your supervisor, or as directed by your leadership.

Our priority is the safety and well-being of our employees, their families and customers. If a situation arises, all proper notifications will be given to employees who may have been exposed to someone with COVID-19.

Continued on page 2.
consistent with directions and recommendations from the Florida Department of Health.

**What if I experience COVID-19 symptoms, i.e. fever, cough, or shortness of breath?**
- Do not report to work when sick and follow established call-off procedures.
- Call your healthcare provider or the Department of Health (DOH) hotline to discuss your situation and obtain medical advice. The DOH, COVID-19 Call Center is available 24/7 at (866) 779-6121 or email COVID19@flhealth.gov.
- Follow appropriate healthcare provider directions.
- Stay away from others and practice social distancing and good personal hygiene in accordance with current recommendations (https://floridahealthcovid19.gov) and your healthcare provider’s instructions.

**CHILDCARE**

*If an employee stays at home to take care of a household family member who is experiencing COVID-19 or flu-like symptoms or illness, would this fall under scheduled leave?*

The decision of when to permit use of scheduled leave resides with each Appointing Authority. For departments under the County Administrator, if an employee stays at home to take care of a household family member who is experiencing COVID-19 or flu-like symptoms or illness, that will count as scheduled leave.

*Please note that the recently signed Families First Coronavirus Response Act will impact this. We are working on implementation of the Act with appropriate parties and will provide updates as soon as possible. (3/20/20)*

*Now that schools are closed, what are our childcare options through the County?*

If you are not able to find alternate child care due to school or child care provider closures, there is an option of taking annual leave. In accordance with

**UPB Personnel Rule 4 - Time Off**, the use of leave without pay may be requested after all forms of accumulated leave have been exhausted (with the noted exceptions). **UPB Policy #12: AFIN: A Friend in Need Program** does not apply in this situation. For departments under the County Administrator, if an employee stays at home to take care of a child due to school or child care provider closures, the absence will count as scheduled leave.

**TELECOMMUTING**

Appointing Authorities that wish to allow, or require, telecommuting will communicate options and expectations for those arrangements to their employees. View the **BTS Remote Workforce Guide** (in SharePoint) and tips on working remotely.

See “Tips for Working Effectively at Home During the COVID-19 Event” on page 5.

**SCHEDULED LEAVE**

*Will my absence due to COVID-19 or flu-like symptoms or illness be considered unscheduled?*

As has been the practice during times of increased flu activity, effective December 22, 2019, leave taken for flu and flu-like illness is considered scheduled leave. If you do not feel well, you should not come to work. Absences due to suspected COVID-19 symptoms should be treated in this same way.

**DOCTOR’S NOTE**

*Will my supervisor require a doctor’s note?*

This is determined by your Appointing Authority. Please ask your supervisor if a doctor’s note is needed. For departments under the County Administrator, doctor’s notes will not be required from employees for flu and flu-like illnesses (including COVID-19).

**THANK YOU** to our dedicated employees who continue to provide services to the citizens of Pinellas County while taking care of their own well-being, and that of their families and the community!
**Q.** I’d like to find out if I’m eligible for DROP. Who would I contact?

**A.** DROP stands for Deferred Retirement Option Program. There is information about DROP on our website. There’s also an FAQ that is a must read on the Florida Retirement System (FRS) website. The FRS administers DROP so the arrangements should be made with them. Call them at (866) 446-9377.

**Q.** Can leave used under FMLA be held against an employee when it comes to performance reviews?

**A.** Leave used in compliance with FMLA is not a performance issue and an employee’s use of FMLA cannot be held against them in performance reviews. Legitimate performance concerns can be addressed with employees regardless of their FMLA status.

**Q.** After doing our taxes this year I found out I need to withhold more from each check so I don’t owe that much for 2020. How do I do this?

**A.** To update your W-4, go into OPUS Self Service, select Tax Form and you can do updates there. If you have further questions, the best place to contact is your payroll office.

**Q.** I was leaving early one day and asked to change my break time. My request was denied. When I asked why, my manager said it was a County rule. What I was asking was not going to impact operations negatively. I don’t understand. Is this a County policy?

**A.** Some departments may be more flexible than others, but there is no overall County policy regarding the matter. The Personnel Rules do not address breaks. The Federal Fair Labor Standards Act (FLSA) and Florida Statutes do not require an employer to provide breaks to employees. Departments have the flexibility and discretion to have their own policies and procedures regarding this. There will be times that an employee will not get their normal break because of work requirements or customer traffic. As break time is paid, this is not a violation of Personnel Rules or laws. Further, employees may be prohibited from changing the times of their breaks by departments.

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**How to Submit Your Timecard From Home**

- From any PinellasCounty.org web page, at the top of the page select Services then OPUS.
- Log in.
- When you first log in, you will be taken to the Oracle Applications Home Page.
- Select PIN Employee Self Service.
- Scroll down to the time category and select Create Timecard.
- Regular time and government holidays are populated.
- If you scheduled time off, go to the Hours Type box and select the drop down below the Regular Time Entry.
- From here you can choose the type of hours approved by your supervisor.
- For example, scheduled time off would be AL Scheduled.
- From the list you can also find Floating Holiday, and Personal Day.
- Be sure that the time off or time worked is correctly reflected for each date.
- Once you are sure everything totals 80 hours, select Continue.
- Review your time card, select Submit.

**Sources include:** BTS Self-Help Video Tutorial “OPUS: Submit a Timecard”

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**All Human Resources functions are operational although some employees are telecommuting. Please note that all Learning & Development and Wellness classes are postponed and all Wellness Center locations are closed.**

**The Pen**

A monthly publication by Pinellas County Human Resources

**EDITOR:** Mary L. Sault

**Would you like to put something in the Pen?**

Let us know by the first of the month. And be sure to include photos!

employee.communications@pinellascounty.org
Reminder: Behavioral/Mental Health Provider Administration Transition, March 31 Deadline

Effective 1/1/2020, UnitedHealthcare (UHC) became the carrier for behavioral/mental health services. If you or a covered family member is utilizing this benefit, please make sure that you have updated your provider (psychologist, social worker, counselor, psychiatrist, therapist) with the correct carrier information, which is UHC.

Employees and dependent family members who had been using ComPsych prior to January 1 have been given 90 days (January 1 to March 31, 2020) to transition to an in-network UHC provider.

The transition period from ComPsych to UHC is ending soon. If you haven’t already, please find an in-network provider now. Any provider not in the UHC network will be processed as out-of-network after March 31 which will result in higher costs for you. View FAQs about this transition.

To search for providers and access resources, visit www.myuhc.com.

To learn more about this benefit, visit www.pinellascounty.org/hr/behavioral.

DENTAL
Cigna
(800) 244-6224
www.mycigna.com

EMPLOYEE ASSISTANCE PROGRAM (EAP)*
Optum
(866) 248-4096
liveandworkwell.com

FLEXIBLE SPENDING ACCOUNT (FSA)
WageWorks
(877) 924-3967
www.wageworks.com

HEALTH SAVINGS ACCOUNT (HSA)
Optum Bank
(800) 791-9361
www.optumbank.com

LIFE INSURANCE
Standard Insurance Company
(855) 290-9479
www.standard.com

MEDICAL/BEHAVIORAL/MENTAL HEALTH*
UnitedHealthcare
(888) 478-4752
www.myuhc.com

PRESCRIPTION
Express Scripts
(866) 544-9221
www.expressscripts.com

VISION
Davis Vision
(800) 999-5431
www.davisvision.com

*The EAP and behavioral health vendors have changed to Optum and UnitedHealthcare as of January 1, 2020. View more information.

Tobacco Users - DEADLINE EXTENSION TO APRIL 30, 2020

If you attested “yes” to tobacco use during Annual Enrollment, you must complete an approved tobacco cessation program to qualify for the 2020 tobacco premium waiver. Due to the current public health crisis, the tobacco cessation program deadline has been extended from March 31 to April 30, 2020.

Employees may complete the requirement through telephone coaching or the online program.

If you do not complete the cessation program before the original deadline of March 31st, you will see payroll deductions beginning in April that will be reversed if the program is completed by April 30.

Visit www.pinellascounty.org/hr/tobacco for more information on how you can satisfy this requirement.

Go to www.wellnesscoachingnow.com to register for the free UnitedHealthcare/Optum online program.

Take Care of Yourself

In March’s To Your Health newsletter, you will find:

- Coping with Grief and Loss
- Tell It Well
- Give Your Hips Some Relief
- and much more!
Annual Disaster Assignment and Preparedness Assessment Closes March 30th

Have you completed your 2020 Disaster Assignment and Preparedness Assessment (DAPA) in OPUS? All employees are required to complete their assessment in OPUS by March 30th. Supporting documents such as exemptions and training certificates can be uploaded into OPUS for easier accessibility.

The migration to OPUS has given directors and managers better visibility and access to their employee data and reports. Supervisors are notified of submitted DAPA entries and just like timecards, they can review and approve each employee’s submission.

Remember, every County employee is to be assigned as either department essential or County essential to support Pinellas County during a disaster. If you are not sure of which one you should select, please discuss this with your supervisor.

Quick Refresher

**Department essential** employees are required to fulfill an assignment that is essential to their departmental responsibilities. Examples may be Public Works employees supporting debris removal operations or Animal Services employees supporting Pet Friendly Shelters. If you are department essential your supervisor will know your disaster assignment.

**County essential** employees are those who do not have a disaster assignment within their department and will be required to fulfill other critical functions needed to support County operations. Examples may be answering citizen questions at the Citizen’s Information Center or assisting in local evacuation shelters. If you are County essential your supervisor can help you choose from the available positions. To learn more about County essential options visit [County Essential Disaster Assignment Packet](#) or talk with your department’s Disaster Assignment Coordinator.

Find instructions and additional information at [http://intraweb.ema](http://intraweb.ema)

If you have any questions, please see your Disaster Assignment Coordinator.

For more information on making a plan for your family, visit the [Emergency Management website](#).

Tips for Working Effectively at Home During the COVID-19 Event

- **Stay positive** – This is a challenging time. Cultivate a positive mindset. Reach out to your coworkers and supervisor for support when you need it.

- **Location, location, location** - Set up a specific place for work that you don’t use for anything else, so you can focus on the task at hand. And don’t make it the couch or the kitchen table – consider the ergonomics and likely distractions.

- **Communicate, communicate, communicate** - Going fully remote is a new experience for many. Be honest about what isn’t working or can’t get done in these circumstances. Make a plan – how often should you check in with your supervisor? How will you receive assignments? And so on.

- **Stay connected** – Stay in touch with team members and be available for video calls and teleconferencing.

- **Start at your usual work time** – Stick to your regular routine when you get up as if you were going into the office. Shower, get dressed, have breakfast. It puts you in a professional mindset.

- **Schedule breaks** away from your computer, too. Get some fresh air or exercise. Don’t compromise on healthy habits. If you have to, set a timer to take time for lunch and breaks.

- **Manage interruptions** – Set limits with the people in your space. Let them know you are working and ask them to respect it just as they would if you were working outside the home.

- **Fight the urge to multi-task** – This may seem like a convenient time to catch up on chores but don’t let chores distract you from being productive. It’s easier than you might expect.

- **Set boundaries for work and life** – Aim to finish your work at the time you normally would. Make a clean break between when you’re working and when you’re not. For example, start a routine that signals to your brain that work is over for the day, like walking the dog or changing clothes.

And remember, **you’re doing great**.

**RESOURCES FOR YOU**

- BTS Remote Workforce Guide
- Well-being Ideas for Remote Employees
- Stress Busters
- Mindfulness Techniques for Managing Coronavirus Anxiety
- 5 Simple Ways to Keep Your Calm

These links and other valuable resources can also be found on the [Human Resources Coronavirus web page](#).
A Success Story Worth Telling:
From Intern to Fulltime Employee

According to the US Bureau of Labor Statistics (BLS), the United States is in the middle of an Automotive/Truck Mechanic and Technician crisis. The BLS indicates the industry needs thousands of new employees every year for the next decade to offset demands for new openings.

Some say contributing to the shortage is a focus on college education rather than the trades. Also, older mechanics who are close to retirement may be turned off by newer technology and uninterested in re-training.

Pinellas County’s Fleet Management is tackling this head on by tapping into a natural pipeline for new technicians – Pinellas Technical College (PTC), formerly known as PTEC.

Representatives of Fleet Management visited PTC and gave a presentation to the students about the need for Automotive Technicians and went through a day-in-the-life of a “tech” at Pinellas County Fleet Management. Pinellas County Volunteer Services works with local colleges, universities and trade schools to build a connection between County departments and students needing experience.

One student who showed an interest in a career with Fleet was Robert Kramel. He was interviewed for an internship. (Intern positions are unpaid and their work is considered “lab work” as required in the PTC curriculum.)

“What attracted me was the wide variety of equipment there was to work on and learn about, and the ‘think on your feet’ mentality I knew you had to have to be successful there,” said Robert, who was selected after the interview.

The Intern
Greg Herremans, Fleet Mechanic Supervisor, and Robert’s supervisor, said, “His eagerness to learn new things, help out no matter the job, and listen to the experienced techs were great qualities I noticed right away.”

Concerns - Challenges
Don Moore, Division Manager, Fleet Operations, acknowledged the most immediate concern of any manager about interns would be the impact of having a student on the front line. “Not compromising safety is number one,” he said. “Also, integrity of workmanship and asset up-time (as opposed to downtime) are two core commitments we have to our customers. Sustaining these standards means providing oversight and guidance to the interns by a certified technician and supervisor.”

Don anticipated some productivity slow down and said, “Using interns is not common in the fleet service industry. Yet facing an increasing nationwide shortage of fleet technicians and recognizing an opportunity to partner with the community, we felt this investment would be worth the effort.”

The New Employee
It seemed to go well for all involved. Robert was hired as a full-time employee in February.

“The veteran mechanics are patient and enjoy teaching the new guy,” Robert said. “We are a pretty close group, and everyone seems to be in it to see everyone succeed, which makes it very easy to come to work and do my job.”

Don agrees. “Robert embraces our mission and his fit in Fleet Management made his move from student to full time employee with Pinellas County a success story worth telling. As excited as he is about a long career with Fleet Management, we are just as excited to have him as a valuable team member and support his growth as a County employee.”

This is a true success story of the Pinellas County Internship Program and its mission to build a pipeline of talent and inspire a career in public service among youth. In 2019, interns contributed close to 6,000 hours to Pinellas County Government.

www.pinellascounty.org/intern
Wearing Jeans for a Good Cause

By Amber Bradley, Manager, Customer Care and Communications, Tax Collector’s Office

Casual Fridays take on a different meaning at the Pinellas County Tax Collector’s Office. It’s about more than just wearing jeans to the office – employees use their casual Fridays to raise funds for local non-profit organizations. These designated Fridays are deemed “Jeans Because We Care” days where employees may wear jeans to work when they donate $3 or more to the cause.

Each year, Tax Collector employees nominate various organizations and vote on the one they’d like to support in the coming year. In 2019, the chosen charity was CASA St. Petersburg. Last month, employees presented CASA St. Petersburg with a check for $3,858.70. (See photo below.) That’s a lot of jeans!

In addition to raising funds, employees in our Leadership Development Program chose CASA as the theme for a class project. Each participant was given a canvas and the only instruction was that their design must contain a hand. In the end, when the pieces were put together, it made a larger piece of artwork with CASA’s logo in the middle. This was given to CASA along with the employee donations.

“Giving back to our community is very important to our organization,” said Pinellas County Tax Collector Charles W. Thomas. “I am proud to see my employees join together to support an organization that does such wonderful things for our community.”

For 2020, the Pinellas County Tax Collector’s Office is raising funds for our local Ronald McDonald House.

To mark this Leap Year’s extra day on February 29, Pinellas County Property Appraiser Mike Twitty was joined by members of the PAO staff to volunteer for a Habitat for Humanity build in Clearwater!
Time for Tails Reading Buddies

Did you know you can volunteer as a Reading Buddy at Animal Services? Reading is a way to calm shelter dogs and cats. It aids in the socialization of cats and dogs who may be showing signs of stress or frustration in the kennel setting.

Volunteers sit in the cat adoption area or the dog kennels. A padded stool and reading materials are provided, although you can bring your own reading materials - your favorite book, comic, dictionary.

Take a look at these photos of volunteers on Read Across America Day on March 2.

Pets of the Month
Contributed by Pinellas County Animal Services (PCAS)

**Ester**, 9-year-old domestic long hair calico, front paws declawed. Ester is a beautiful cat who thought that she was living in her lifetime home. Somehow, Ester lost her way, but she was found before she got injured and brought to Animal Services. She is now looking for a home where she can be a totally inside cat and make another family lucky. She is gentle and prefers when humans around her take it slow and easy. She isn’t fond of being handled or petted a lot. She enjoys head and chin scratches rather than playing. Once settled into her new home you will probably find Ester curled up in a soft comfy spot or near her favorite person. If you are looking for an amazingly good-looking cat, come meet Ester.

**Beau**, 2-year-old mixed breed, 58 pounds. This talkative 2-year old is our longest resident, having been here since the end of November. He is calm and quiet in his kennel, but has quite a bit to say once he is out for his walks! He LOVES car rides, especially his trips to cruise up and down Clearwater Beach with volunteers. He is happy to hang his head out the window and take in all the sights and sounds. Volunteers continue to work on leash etiquette and basic training, but he will benefit from a basic obedience course. He has proven time and again that he is eager to please and will do just about anything for a lick of peanut butter! Beau will be a wonderful and loyal companion.

**Not able to adopt?** Consider signing up as a foster! We need help with kittens, puppies, adults who need more socialization, and medical rehab cases. Please contact Jennifer at (727) 582-2636 or by email at jrenner@pinellascounty.org.

Pinellas County Animal Services, 12450 Ulmerton Road, Largo. View more adoptables at www.pinellascounty.org/animalservices/Adoption_Center.htm.
Couples Tie the Knot During the Clerk’s Valentine’s Day Group Wedding

Extracted from February 26 press release, Clerk of the Circuit Court and Comptroller’s Office

Friday, February 14, Ken Burke and his employees hosted the 14th annual Valentine’s Day Wedding event at which 36 couples were married and 13 couples renewed their wedding vows at the beautiful Florida Botanical Gardens.

Even more weddings (43) were officiated at the North County, St. Petersburg, and downtown Clearwater branches.

‘The display of love was remarkable and truly the best part of hosting such a meaningful community event,” said Mr. Burke.

View more photos on the Clerk’s Facebook page.
ULearnIT Here First
Contributed by: Human Resources Organizational & Talent Development (OTD)

Problem Solving & Decision Making

Do you ever find yourself struggling with a problem, but don’t know how to make a decision and take action?

Problems are solved by decisions, but each decision generates problems. Problems are barriers to accomplishments, but inevitable in every level of any business. Problem solving gives us a way to identify problems, determine why they are problems, and decide on a course of action to fix them.

Define and Analyze the Problem
Ask questions to define and isolate the problem. The clearer the identification is, the easier it is to generate ideas and solutions to solve a problem.

Generate and Develop Solutions
Brainstorm and think outside of the box to generate ideas to solve your problem. Be creative, innovative, and suspend judgment.

Decide on the Most Feasible Option
Make a decision based on a defined selection of must have criteria. Any assessment should include risks and consequences. Every solution comes with these, but its how you plan for these eventualities that will make your solution the most feasible.

Evaluate the Outcome
Once a decision is made and implemented, it does not mean that the problem is forever solved. You may have to make adjustments along the way, change course, and start the process over again.

Want to know more? Sign up for our next Problem Solving & Decision Making class. Additionally, we have classes on Creativity and Innovation Management. Or access our online learning portal, ULearnIT, and use the search term “problem solving and decision making” to find videos, courses, and book summaries on the topic. We listed one of the book summaries to get you started on your learning journey.

ULearnIT Resources
(copy ID into Search field)
Decision Making & Problem Solving Strategies: ID: 133326

IMPORTANT UPDATE:
The April 14 Public Works Education Fair has been canceled due to COVID-19. However, we plan to offer Education Fairs on June 16 at Extension in Largo and July 16 at the Annex in downtown Clearwater (same times).

A Learning Path Can Be Your Key To Your Success!
Learning Paths offer a personalized approach to skill development, providing opportunities for you to stay relevant, break down large and complex ideas into bite-sized pieces, and to put into practice what you learn. Find out more today! View the Learning Paths Guide or contact the Organizational and Talent Development team at learning@pinellascounty.org or 464-3796.

NOTE: Learning Opportunity classes have been postponed until further notice due to COVID-19.

The Savvy Learner
The most important part of learning is:
Being open to thinking differently. You, the learner, should be open to adjusting your mental model.
SERVICE ANNIVERSARIES

30 YEARS

Tony Contarino
Parks & Conservation Resources

Henry Gomez
Solid Waste

25 YEARS

Unavailable for Photo

35 Years
Lucretia Long, Clerk of the Circuit Court

30 Years
Dondi Irish, Clerk of the Circuit Court
Beverly Lunan-Thomas, Clerk of the Circuit Court
Carol Purchell, Business & Development Review Services

25 Years
Carolyn Johnson, Utilities

20 Years
Lidell Golden, Utilities
Gabriel Rodriguez, Public Works
Cynthia Watkins, Planning

20 YEARS

Jeff Clauss
Airport

Gilda Kelly, Tax Collector’s Office
Shirley Zeller, Public Works

15 YEARS

Lenora Collins.................................. Tax Collector’s Office
Charlene Johnson.................................. Clerk of the Circuit Court
Felix Montalvo........................................ Utilities
Curtis Nielsen................................. Property Appraiser’s Office
John Wang............................... Business Technology Services

10 YEARS

Eileen Conway ......................... Safety & Emergency Services

5 YEARS

Yvette Aehle ........................................... Airport
Samuel Barker ......................... Building & Development Review Svcs
Dianna Demyan .................................. Tax Collector’s Office
Erin Dowie ........................................ Management & Budget
Ashley Flaherty .................... Property Appraiser’s Office
Alexander Gonet .................... Clerk of the Circuit Court
Gary Gray ........................................ Public Works
Matthew Higgins .................... Clerk of the Circuit Court
Kimberly Jacobson ..................... Clerk of the Circuit Court
Candace Keene ..................... Clerk of the Circuit Court
Susan Koehler ...................... Management & Budget

3 YEARS

Deann Baker ......................... Solid Waste
James Fogarty ......................... Safety & Emergency Services
Naomi Gerakios ................ Parks & Conservation Resources
Lori Gray ......................... Safety & Emergency Services
Nathan Hilt ......................... Public Works
Steve Knox .................... Property Appraiser’s Office
Jason Miller ................ Management & Budget
Michael Paulton ................ Parks & Conservation Resources
Amanda Smith ................ Parks & Conservation Resources
Timothy Walker ................ Public Works
The 2020 Art Show has been postponed until further notice due to public health concerns related to (COVID-19).

Registration will remain open.

The Colors of Pinellas Art Show provides an opportunity for employees, retirees, volunteers, and their families to participate in a professional exhibition and compete for cash prizes.

The show is judged by professional artists, and offers Amateur, Intermediate, Professional, Teen, and Youth classifications.

All skill levels are welcome—from youth to professional.

Submit photographs, paintings, drawings, crafts, sculpture, jewelry, ceramics, mixed media, woodcarving—you name it!

For more details including how to register, and to view the entries from last year’s show, visit www.pinellascounty.org/hr/artshow.

BLOOD DRIVES

You can schedule an appointment at www.oneblooddonor.org.

Many blood drives have been postponed due to COVID-19 but there is a great need for donations. To confirm or make an appointment, contact One Blood directly at www.oneblood.org.

To view blood donation FAQs, process, and testimonials, visit OneBlood.

Also view the blood donation web page.

REPCO News

The next REPCO lunch meeting will be Monday, April 13, 2020 at Applebee’s Restaurant located at 5110 East Bay Drive. The meeting will start at 11:30 a.m.

A representative from the Pinellas County Sheriff’s Office will join us and provide a presentation on personal safety. For questions, contact Rudy Garcia at (813) 855-3466 or rdgarcia@verizon.net.

THE RECORD KEEPER

New Box Storage Details

When entering new boxes for storage into the Oracle Records Management System, please be sure to include a detailed description that clearly portrays the type of records in the box. Include things like identifying names and numbers, the year range that the files span, or other details that will make it easy to find a record when you or someone else needs to retrieve a file.

If you have any questions about new box storage, please contact Michele Koehler in Records Management at (727) 453-3038.
Promotions

Promotions listed are for February 2020.

**Board of County Commissioners**

Animal Services
Jordan Sinick ........................................... Ani Cntrl Ofcr 2

County Administration
Christine Covais........................................ Proj Coord-Admin

Public Works
David Fechter ........................................ Sr Dept Admin Mgr
Andrew Squires ...................................... Sect Mgr 3
Cally Wharry ........................................... Fld Insp 1

Solid Waste
Michael Reilly, Jr .................................... Scalhhs Svcs Spec 2
Violet Wike .............................................. Office Spec 2

Utilities
Jacob Allen ............................................. Util Maint Spec 2
Mark Ferguson ....................................... Util Maint Spec 1
Travis Jones .......................................... Elec/Mech Tech 3
Michael McRorey .................................... Prog Coord
Reggie Rutledge ...................................... Util Maint Spec 2

**County Attorney**

Kelly Vicari ............................................ Sr Asst Co Atty
Melissa Kennedy ..................................... Dept Admin Mgr

**Clerk of the Circuit Court**

Alexis Braswell ..................................... Crt Clk 1
Nicholas Ceja .......................................... Rec Spec 2
Stephen Kaczmarek ................................ Rec Spec 2
Allicia Miller ......................................... Crt Clk 1
Courtney Richtman ................................... Crt Clk 1
Tyler Schultz .......................................... Rec Spec 2
Shane Scott ............................................. Fis Rec Spec
Melissa Woolever .................................... Fis Rec Spec
Heather Thrippleton ................................ Fin Opns Analyst

**Human Resources**

Jennifer Catalano ................................... HR Consult 2

Consumer Corner

*From Pinellas County Consumer Protection*

**Don’t Let Fear Cost You!**

Scammers are taking advantage of people’s fears surrounding coronavirus as an opportunity to steal their money and personal information. Federal, state and county agencies are warning people not to fall victim to this latest scam. In one version, scammers are using email phishing schemes claiming to be from the Centers for Disease Control (CDC) and World Health Organization (WHO). The emails offer to provide you information about the virus, but instead if you click on the link malicious software is downloaded onto your computer. Some scammers are soliciting donations claiming it goes towards aid for the victims of the virus while other scammers are setting up websites to sell fake products and treatments as a cure.

Here are a few tips to help keep you from falling victim:

- Don’t open attachments or click on links from sources you don’t know.
- Never provide personal or financial information in response to an unsolicited request, whether over the phone or the internet.
- Check out a charity before you donate. All charities soliciting within the State of Florida (with some exclusions) are required to register with the Florida Department of Agriculture and Consumer Services (FDACS) [www.fdacs.gov/Consumer-Resources/Charities](http://www.fdacs.gov/Consumer-Resources/Charities).

For more information on scams or to file a complaint, contact Pinellas County Consumer Protection directly at (727) 464-6200 or visit [www.pinellascounty.org/consumer/tips.htm](http://www.pinellascounty.org/consumer/tips.htm).
Welcome Aboard!

New employees listed are for February 2020.

Board of County Commissioners

Airport
Steven Paleno ........................................ Crftwr 1

Human Services
Lily Carrillo ........................................ Admin Supt Spec 1

Marketing & Communications
Daniel Schutzsmith .......................... Proj Coord-Proj Mgmt

Management & Budget
Angela Votaw .................................. Bud Fin Mgmt Analyst

Public Works
Vanessa Aarons ................................. Ofc Spec 1

Regional 911
Caleb Baker ................................. Law Enf Telecomm
David Bonnemann ............................ Law Enf Telecomm
Mikki Kolokithas ............................. Law Enf Telecomm

Real Estate Management
Chip Strothers ................................ Elect Spec 2

Utilities
Christine Joyner ............................... Edu Sup Spec

Business Technology Services
Kshitish Seet ........................................ App Dev Sr

County Attorney’s Office
Melissa Sundberg-Penny ........................... Legal Sec

Clerk of the Circuit Court
Nicholas Arnold ............................... Cust Info Ctr Spec 1
Robin Kluth ........................................ Cust Info Ctr Spec 1
Desire Ramos ..................................... Rec Spec 1
Elisha Walker ..................................... Cust Info Ctr Spec 1

Forward Pinellas
Nousheen Rahman ................................ Plan Anlyst

Supervisor of Elections
Kevin Scott ........................................ Elec Info Tech Coord

Tax Collector’s Office
Elyssa Dean ........................................ Cust Svc Tech
Jasmine Ferrer .................................... Cust Svc Tech
Georgia Gallucci ................................... Cust Svc Tech
Kallie Heckathorn ................................. Cust Svc Tech
Jonathan Mucci ................................... Cust Svc Tech
Jennifer Newman ................................... Cust Svc Tech
Mario Ramon ....................................... Cust Svc Tech
Jennifer Reyna .................................... Cust Svc Tech
Erin Rickenbach ................................... Cust Svc Tech
Jennifer Scism ..................................... Cust Svc Tech
Carol Taylor ....................................... Cust Svc Tech

New Employee Orientation 2/11/20

New Employee Orientation 2/24/20
Employee and family news including kudos, weddings, births, graduations, memorials, and classified ads. Send your news to employee.communications@pinellascounty.org or call 464-5098.

**Gone but not Forgotten**

The Pen is saddened to report the passing of the following retirees:

**Richard “Rick” Dodge**, 75, of The Villages, passed away March 6. He left the County as an Assistant County Administrator in 2003 after 6 years of service. An online obituary was not found; however, please view this tribute.

**Douglas Holmes**, 64, of Largo, passed away October 23, 2019. He worked for Utilities for 18 years, leaving in 1999. Among many others he leaves his widow, Carrie Holmes who works for the County (Real Estate Management). View his obituary.

**Rick King**, 71, of St. Petersburg, passed away February 22. He retired from Health and Human Services as a Program Manager in 2009 after 30 years of service. View his obituary.

**Miriam Ethel Minor**, 93, of Micanopy passed away March 4, 2020. She retired from Pinellas County in 1988 as a Social Worker. View her obituary.

**Introducing ...**

Meet **Maci Marie Letz**, granddaughter of Renette Bullock (Clerk). Maci was born February 16, weighed 8 pounds, 14 ounces and was 20 inches long.

**For Sale:** 3 Matching Curio Cabinets, sold as a group or separately. Asking $75 each - or all three for $180. Will take best offer. Call (727) 455-9219.

Want to Get Rid of Stuff?

Advertise here for **FREE** if you'd like to give away, donate, or sell something.

All County employees, active or retired, permanent or temporary, may submit ads. Only personal items can be advertised—business or commercial ads or ads providing services will not be published. To submit an ad, complete this online form.

Questions? Contact: Employee.Communications@pinellascounty.org.

*The Pen* is published once per month on or around the 15th. Submissions are due the 1st of the month.